



Illinois Department of Transportation

Memorandum

To: DIRECTORS, DEPUTY DIRECTORS, AND BUREAU CHIEFS
From: Matthew R. Hughes
Subject: Technical Vacancy
Date: May 17, 2010

Attached are the Position Summary Sheet and Position Description for the vacant technical position listed below. Please post this vacancy announcement Tuesday, May 18, 2010, in the designated areas.

The deadline for applicants to submit their names for consideration is **4:30 p.m.** on **Tuesday, June 1, 2010**. Applicants will not be accepted after that time and date. **Applications will be accepted from qualified permanent DOT employees only.**

All applicants will receive a position description for the position they are applying for. If you have any questions, please contact Halie Zulauf or Karla Gathard at 217/782-5594.

TM III (2 POS) Contract Compliance Field Analyst
Bureau of Small Business Enterprises
Office of Business & Workforce Diversity
Springfield

Attachments
33365

Resumes **must be received** by the Bureau of Personnel Management, Room 110, 2300 South Dirksen Parkway, Springfield, IL 62764 (Fax# 217/782-0931) by **Tuesday, June 1, 2010**, 4:30 p.m. Please include address, daytime phone and position for which applying if not already listed on applications or resume. Applicants will be notified in writing to schedule interviews. **Applications will be accepted from qualified permanent DOT employees only.**



Illinois Department of Transportation

An Equal Opportunity Employer

Position Summary Sheet

Classification: Technical Manager III (2 Positions)

Salary Range: \$4,165 - \$7,405

Position Title: Contract Compliance Field Analyst

Union Position: ☒ Yes ☐ No

Position Number: PW413-23-45-103-20-01

IPR#: 33365

Office/Central Bureau/District/Work Address:

Office of Business and Workforce Diversity/Bureau of Small Business Enterprises 2300 S. Dirksen Parkway, Springfield

Description Of Duties:

This position is accountable for conducting contract compliance reviews ensuring that contractors and consulting engineers doing business with the department are in compliance with the special provisions and federal and state legislation. These activities cover such areas as Equal Employment Opportunity (EEO), workforce composition, including trainees, prevailing wage rates, and Disadvantaged Business Enterprises (DBE) utilization.

Special Qualifications:

The following criteria is desired:

- Knowledge, skill and mental development equivalent to completion of four years of college preferably with major courses in business, economics, environment, statistics, sociology, public finance or public administration.
- Four years experience in public or business administration, research, statistics, public finance or accounting activities or any equivalent combination of experience and training.
- Knowledge of management techniques and modern organizational concepts.
- Ability to maintain harmonious relationship with employees, agency officials and the general public.
- Ability to apply modern management techniques and concepts in program and task accomplishment.
- Ability to plan, organize and execute administrative or technical program requirements.

Shift/Remarks:

8:00 am – 4:30 pm / Monday – Friday

Please limit application and/or resume to two pages.

**ILLINOIS DEPARTMENT OF TRANSPORTATION
POSITION DESCRIPTION**

DATE:	5-16-06	POSITION:	Contract Compliance Field Analyst
APPROVED BY:	<u>Tyrone Pace</u>	OFFICE/DIVISION:	Office Business & Workforce Diversity/Bureau of Small Business Enterprises
CODE:	PW413-23-45-103-20-01	REPORTS TO:	Contract Compliance Field Unit Manager

Position Purpose

This position is accountable for conducting contract compliance reviews assuring that contractors and consulting engineers doing business with the Department are in compliance with the special provisions and federal and state legislation. These activities cover such areas as Equal Employment Opportunity (EEO), workforce composition, including trainees, prevailing wage rates, and Disadvantaged Business Enterprises (DBE) utilization.

Dimensions

Number of Certification DBE Firms:	500
Annual Department Consultant Architect/Engineering Contracts:	180 Million
Annual Department Construction Contracts:	+1 Billion
Annual Goal for DBE Participation:	22.77% Adjusted Annually
Annual Number of Trainees in Federal Aid Contracts:	300

Nature and Scope

This position reports to the Contract Compliance Section Manager as does a Contract Compliance Specialist.

This position operates in an environment where the department's program activities affect major contractors, contracting associations, minority and women-owned and controlled businesses and associations, as well as various interest groups. Effective administration of such programs necessitates the ongoing monitoring of contractors to ensure adherence to special provisions implemented in response to federal and state laws. It is the responsibility of this position to conduct field reviews to monitor contract compliance with EEO/Labor requirements, federal and state laws governing prevailing wages, and with DBE Utilization Plan obligations. Failure to meet contract requirement may result in violations of provisions of the 1964 Civil Rights Act, other regulations and/or may result in loss of federal funds.

Typical problems facing the incumbent include responding to contract and/or labor compliance complaints and recommending an appropriate and acceptable course of action for resolving complaints. A significant challenge faced by the incumbent is to conduct thorough and consistent field inspection which will provide a reliable basis for verifying contractor compliance with applicable contract provisions.

The incumbent will conduct compliance reviews of contractors and consultant engineers to determine the degree that contractors and consultant engineers are fulfilling their contractual obligations with regard to EEO nondiscrimination and the utilization of DBE firms as required under federal regulations and subsequent state legislation. Prepares and submits to the Contract Compliance Field Unit Manager written reports of findings with recommendation as to corrective action and/or sanction to be imposed. Coordinates and assists the EEO efforts of nine district representatives with regard to the compliance program. Additionally, the incumbent as directed will investigate any EEO/Labor compliance problems that cannot be readily resolved by district representatives. The incumbent monitors on-the-job training activities for compliance.

This position is given significant latitude to accomplish delegated responsibilities, but is bound by department regulations and policies. Unusual or sensitive noncompliance problems are referred to the Unit Manager for resolution.

The incumbent's internal contacts include representatives from all modes and divisions within the department including District Division of Highways' personnel, as well as staff within the Bureau of Small Business Enterprises. Externally, the incumbent maintains contact with IDOT contractors and subcontractors, and federal and state officials in the course of monitoring contract compliance and resolving disputes.

The effectiveness of this position can be measured by the consistency and thoroughness of field monitoring activities for contract compliance as determined by the degree to which applicable state and federal laws are adhered.

Principal Accountabilities

1. Conducts field reviews to monitor contractor compliance with provisions for DBE Utilization Plans as approved by the department.
2. Conducts field reviews to monitor contractors and consultant engineering workforce composition to verify the Department's compliance with the Civil Rights Act of 1964 and related federal and state laws.
3. Investigate DBE and EEO/Labor Compliance complaints and recommends an appropriate course of action.
4. Conducts field inspections to monitor compliance with on-the-job training activities.
5. Presents seminars regarding EEO compliance to contractors, industry associations and others.
6. Assists in preparing reports and records for submittal to the Federal Highway Administration, and others.
7. Performs assignments, as directed, in cooperation with other section within the bureau, or other offices within the Department.
8. Performs duties in compliance with departmental safety rules. Performs all duties in a manner conducive to the fair and equitable treatment of all employees.